



Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council
From: Gene Swearingen
Subject: Monthly Manager's Report
Date: March 12, 2018

FINANCIAL REPORT

Capital and Operating budgets are at expected levels. Revenues and expenses remain within projections.

Manager's Report:

The RFP for a firm to assist with the search for a new Town Manager has been posted.

Approved Building Permits

10810 Kenilworth Avenue

TOWN OF GARRETT PARK
Report

February 2018 Monthly Financial

REVENUES	FY 2017			FY 2018		
	EOY ACTUAL	February	% Actual	BUDGET	February	% BUDGET
						TARGET % 66.6%
1.0 Prior Year Carryover	\$204,282	\$204,282		\$157,862	\$157,862	100.0%
<u>Receipts</u>						
2.0 - Taxes & Fees	\$923,981	\$757,342	82.0%	\$906,000	\$868,765	95.9%
2.1-- Local Property Taxes	\$531,296	\$518,140	97.5%	\$540,000	\$561,289	103.9%
2.1.1 -- Real Property Taxes	\$516,931	\$504,818	97.7%	\$525,000	\$545,913	104.0%
2.1.2 -- Personal Property Taxes	\$13,125	\$13,092	99.7%	\$13,500	\$14,824	109.8%
2.1.3 -- Penalties & Interest	\$911	\$231	25.3%	\$1,000	\$548	54.8%
2.1.4 -- Homestead Tax Credit	\$329	\$0	0.0%	\$500	\$4	0.8%
2.2 -- Local Income Taxes	\$376,234	\$230,259	61.2%	\$350,000	\$294,837	84.2%
2.3 -- Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,451	\$8,942	54.4%	\$16,000	\$12,638	79.0%
3.0 - Intergovernmental Receipts	\$93,780	\$77,072	82.2%	\$138,900	\$109,964	79.2%
3.1 -- From State of Maryland	\$31,608	\$28,638	90.6%	\$34,900	\$28,703	82.2%
3.2 -- From Montgomery County	\$62,172	\$48,435	77.9%	\$104,000	\$81,260	78.1%
4.0 -- Municipal Refuse Collection	\$121,781	\$119,289	98.0%	\$119,000	\$118,796	99.8%
5.0 - Miscellaneous Receipts	\$151,712	\$104,644	69.0%	\$160,370	\$110,926	69.2%
5.1 - Investment Earnings	\$1,786	\$1,186	66.4%	\$1,500	\$981	65.4%
5.2 -- Rents and Concessions	\$144,348	\$100,431	69.6%	\$154,100	\$106,616	69.2%
5.2.1 -- Town Hall Rents	\$16,620	\$14,520	87.4%	\$20,000	\$16,105	80.5%
5.2.2 -- Penn Place Rents	\$124,008	\$82,191	66.3%	\$130,000	\$86,419	66.5%
5.2.3 -- Swimming Pool Assoc.	\$3,720	\$3,720	100.0%	\$4,100	\$4,092	99.8%
5.3 - Restricted Contributions	\$3,632	\$2,595	0.0%	\$2,770	\$2,770	0.0%
5.3.1 -- Archives Donations	\$150	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$887	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,595	\$2,595	0.0%	\$2,770	\$2,770	0.0%
5.4 -- Other Receipts	\$1,946	\$432	22.2%	\$2,000	\$559	27.9%
Total FY 16 Receipts:	\$1,291,254	\$1,058,347	82.0%	\$1,324,270	\$1,208,450	91.3%
TOTAL Receipts	\$1,495,536	\$1,262,629		\$1,482,132	\$1,366,312	92.2%
6.0 -- From Reserves	\$8,162	\$7,275	89.1%	\$2,770	\$2,770	
Total Revenues:	\$1,503,698	\$1,269,904		\$1,484,902	\$1,369,082	92.2%

TOWN OF GARRETT PARK
Monthly Financial Report

TOWN OF GARRETT PARK
Financial Report

January 2018 Monthly

OPERATING EXPENSES	FY 2017			FY 2018		
	EOY	February	% Actual	BUDGET	February	%
	ACTUAL					BUDGET
						Target %
						66.6%
10.0 - Personnel	\$378,116	\$248,853	65.8%	\$407,300	\$244,374	60.0%
10.1 -- Salaries	\$288,459	\$190,222	65.9%	\$297,800	\$191,094	64.2%
10.2 -- Overtime	\$6,621	\$3,140	47.4%	\$15,000	\$4,168	27.8%
10.3 -- Benefits	\$60,462	\$40,699	67.3%	\$70,000	\$34,178	48.8%
10.4 -- Payroll Taxes, Etc.	\$22,574	\$14,792	65.5%	\$23,500	\$14,934	63.6%
10.5 -- Training	\$0	\$0	0.0%	\$1,000	\$0	0.0%
11.0 - Town Administration	\$90,269	\$58,030	64.3%	\$102,800	\$65,353	63.6%
11.2 -- Gen. Admin. Expenses	\$34,001	\$21,164	62.2%	\$45,000	\$19,142	42.5%
11.2.1 -- General Expenses	\$19,676	\$12,504	63.5%	\$22,000	\$12,746	57.9%
11.2.2 -- Contract Office Assistant	\$12,119	\$8,660	0.0%	\$18,000	\$6,396	35.5%
11.2.3 -- Contract Field Assistance	\$2,206	\$0	0.0%	\$5,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$5,407	\$1,613	29.8%	\$6,000	\$427	7.1%
11.4 -- Professional Fees	\$34,908	\$25,314	72.5%	\$35,500	\$31,678	89.2%
11.5 -- Insurance	\$7,686	\$6,186	80.5%	\$6,500	\$6,861	105.6%
11.6 -- External Organization	\$3,143	\$3,143	100.0%	\$4,000	\$3,118	77.9%
11.7 -- Town Admin. - Other	\$5,124	\$610	11.9%	\$5,800	\$4,128	71.2%
11.7.1 -- Neighbors Helping Neighbors	\$906	\$161	0.0%	\$600	\$54	9.1%
11.7.2 -- Web Hosting	\$3,700	\$0	0.0%	\$4,200	\$3,885	92.5%
11.7.3 -- Other	\$518	\$449	86.7%	\$1,000	\$188	18.8%
12.0 - Town Committees	\$15,621	\$9,430	60.4%	\$18,900	\$1,448	7.7%
12.1 -- Arboretum	\$2,580	\$1,020	39.5%	\$3,000	\$450	15.0%
12.2 -- Archives	\$13,041	\$8,410	64.5%	\$15,900	\$998	6.3%
13.0 - Infrastructure and Equipment	\$123,601	\$79,784	64.5%	\$139,500	\$96,333	69.1%
13.1 -- Penn Place	\$70,180	\$48,253	68.8%	\$77,000	\$43,965	57.1%
13.2 -- Town Hall	\$10,108	\$3,992	39.5%	\$15,000	\$9,823	65.5%
13.3 -- Maintenance Facility	\$800	\$800	100.0%	\$1,000	\$16	1.6%
13.4 -- Community Center	\$921	\$721	78.3%	\$1,500	\$2,515	167.7%
13.5 -- Trees, Parks & Grounds	\$36,027	\$22,195	61.6%	\$35,000	\$28,303	80.9%
13.6 -- Equipment M&R	\$5,565	\$3,822	68.7%	\$10,000	\$11,711	117.1%
13.7 -- Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
14.0 - Town Services	\$185,970	\$128,259	69.0%	\$184,000	\$124,201	67.5%
14.1 -- Street Cleaning and Maintenance	\$68,300	\$50,921	74.6%	\$65,000	\$42,839	65.9%
14.2 -- Trash Collection	\$117,670	\$77,338	65.7%	\$119,000	\$81,362	68.4%
15.0 -- Debt Service, Taxes, Interest	\$61,764	\$7,632	12.4%	\$62,370	\$6,579	10.5%
16.0 - Expenditure of Restricted Funds	\$3,502	\$2,615	0.0%	\$2,770	\$2,770	0.0%
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$887	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,615	\$2,615	0.0%	\$2,770	\$2,770	0.0%
16.0 -- Contingency	\$0	\$0	0.0%	\$40,000	\$0	0.0%
Total Operating Expenses:	\$858,843	\$534,603	62.2%	\$957,640	\$541,057	56.5%
20.0 -- Transfers	\$486,994	\$421,874		\$527,262	\$527,262	
20.1 -- To Capital Fund	\$439,483	\$375,400	85%	\$524,492	\$524,492	100%
20.2 -- To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 -- To Other Reserves	\$47,511	\$46,474	98%	\$2,770	\$2,770	0%
Total Expenses:	\$1,345,837	\$956,477		\$1,484,902	\$1,068,319	
Net Income minus Expenses:	\$157,861	\$313,427		\$0	\$300,763	

TOWN OF GARRETT PARK
Report

February 2018 Monthly Financial

Capital Program

Account	Prior Years Appropriations Remaining	2018 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		February	February	February	February
25.0 - Equipment	\$48,648	\$35,000	\$83,648	\$0	\$83,648	\$0	\$83,648
26.0 - Streets and Roads	\$598,886	\$269,479	\$868,365	\$159,928	\$708,437	\$0	\$708,437
26.1 - Streets & Curbs	\$59,239	\$240,684	\$299,923	\$126,674	\$173,249	\$0	\$173,249
26.2 - Sidewalks	\$118,574	\$28,795	\$147,369	\$11,043	\$136,326	\$0	\$136,326
26.3 - SRTS Grant	\$421,073	\$0	\$421,073	\$22,211	\$398,862	\$0	\$398,862
27.0 - Facilities	\$92,717	\$81,490	\$174,207	\$17,295	\$156,912	\$0	\$156,912
27.1 - Penn Place	\$21,755	\$28,245	\$50,000	\$11,990	\$38,010	\$0	\$38,010
27.2 - Town Hall	\$46,755	\$53,245	\$100,000	\$5,305	\$94,695	\$0	\$94,695
27.3 - Other	\$24,207	\$0	\$24,207	\$0	\$24,207	\$0	\$24,207
28.0 - Services	\$170,824	\$0	\$170,824	\$0	\$170,824	\$0	\$170,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$0	\$131,824	\$0	\$131,824	\$0	\$131,824
29.0 - Committees	\$50,894	\$135,289	\$186,183	\$0	\$186,183	\$0	\$186,183
29.1 - Parks and Open Spaces	\$14,800	\$21,000	\$35,800	\$0	\$35,800	\$0	\$35,800
29.2 - Arboretum	\$36,094	\$114,289	\$150,383	\$0	\$150,383	\$0	\$150,383
30.0 - Technology	\$14,046	\$12,185	\$26,231	\$0	\$26,231	\$0	\$26,231
30.1 - Website	\$2,967	\$7,275	\$10,242	\$0	\$10,242	\$0	\$10,242
30.2 - Computer Equipment	\$7,079	\$5,410	\$12,489	\$0	\$12,489	\$0	\$12,489
30.3 Telephone Equipment	\$4,000	-\$500	\$3,500	\$0	\$3,500	\$0	\$3,500
31.0 - Other	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$108,450	\$65,811	\$174,261	\$4,351	\$169,910	\$0	\$169,910
32.1 - Town Hall	\$15,000	\$15,000	\$30,000	\$0	\$30,000	\$0	\$30,000
32.2 - Storm Water Management	\$50,000	\$25,000	\$75,000	\$0	\$75,000	\$0	\$75,000
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$20,000	\$15,000	\$35,000	\$0	\$35,000	\$0	\$35,000
32.5 - Explore Maint. Facility Options	\$5,000	\$5,000	\$10,000	\$0	\$10,000	\$0	\$10,000
32.6 - Other	\$8,450	\$5,811	\$14,261	\$4,351	\$9,910	\$0	\$9,910
33.0 - Contingency	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
Total:	\$1,164,465	\$599,254	\$1,763,719	\$181,574	\$1,582,145	\$0	\$1,582,145

Reserve Fund Summary

As of February 2018

Operating Reserve, FY 2018	\$175,000
Employee Leave Reserve, FY 2018	\$21,885
Yeandle Park Reserve, FY 2018	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$529
Bench Balance	\$0
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Case Reimbursement	\$33,879
	\$287,101